

CITY OF TORRANCE – PUBLIC WORKS DEPARTMENT

DEL AMO BLVD EXTENSION, T-30 - PHASE 2

Request for Qualifications (RFQ) for Construction Support Services

The City of Torrance is soliciting Requests for Qualifications from firms qualified to provide construction inspection services and construction contract administration services for the Del Amo Blvd Extension, T-30 - Phase 2.

Del Amo Blvd Extension, T-30 - Phase 2: Project Description

The project will construct a new 4-lane roadway (Del Amo Blvd) between Crenshaw Blvd and Maple Ave and widen an existing segment of Del Amo Blvd between Maple Ave and Prairie Ave. Construction also includes a new bridge over the BNSF Railway's mainline tracks, MSE retaining walls, drainage improvements, relocation of a railroad spur track, reconstruction of affected off-site facilities and coordination with Southern California Edison ExxonMobil Oil for relocation of their respective utilities. The estimated construction cost is between \$13.5M and \$15M and is partially funded by the American Recovery and Reinvestment Act (ARRA). Plans, Specifications and other information are available on the City's website at <http://www.torranceca.gov/9980.htm>.

Project Schedule

Construction is anticipated to commence in October 2010 and be ongoing for 18 to 24 months. There are 340 working days for the construction contract.

Scope of Work

The City has allocated a maximum of 4 staff members to this project. City staff has the overall responsibility and will take the lead roles as Project and Construction Managers; Contract Administrator; Resident Engineer; Construction Engineer and Assistant Construction Engineer. However, this RFQ seeks professional services to provide needed/anticipated supplemental construction staff support to the City.

1. Construction Inspection Services: This person will be required on a full-time basis to perform complete inspection services for the duration of construction.
2. Deputy Construction Inspection Services (Structural): This person will be required on a part-time basis to perform complete inspection services of structural elements (ground to sky) for the bridge portion of the project.
3. Construction contract administration services: This person will be required on a part-time basis (estimated 16 to 24 hours per week) to assist City staff with construction contract administration.

If interested, please submit 3 copies of your SOQ on or before 5:30 P.M. ON THURSDAY, JULY 29, 2010. Each copy should be in a 3-ring binder. SOQ's should be mailed or hand delivered to: Torrance Public Works Department, 20500 Madrona Avenue, Torrance, CA 90503. Attn: Craig B./Beth O.

SOQs received after the deadline or deemed incomplete will be considered non-responsive. For questions or further information, please contact Craig Bilezerian, Engineering Manager at (310) 618-3054 or Beth Overstreet, Engineering Manager at (310) 618-3074.

Submittal Format/Requirements

The City is following guidelines established in *Chapter 10 – Consultant Selection* from the State's Local Assistance Procedures Manual (LAPM) dated July 31, 2009 and the "One-Step RFQ" process. Type of Contract will be "Specific Rates of Compensation." A copy of the Chapter is available at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

All pages submitted in the SOQ shall be 8.5" x 11". Below are required items.

1. Qualifications of qualified Construction Inspectors and Deputy Construction Inspectors (Structural). Persons considered qualified would be those individuals with a minimum of 10 years previous experience of inspection of public works projects AND inspection of a minimum of 3 public works projects that were federally funded. Desired qualifications are experience with inspection of projects that involved: bridges, MSE retaining walls, roadways, storm drains, electrical utility relocation, and/or railroad tracks. Prior background with ARRA-funded projects and BNSF Railway is also desirable. A desired "Tasks and Duties" list is included with this RFQ.
2. A list of the relevant projects that proposed Inspection staff has worked on. Do not list projects that proposed staff was not involved, even if your firm was.
3. Qualifications of qualified Construction Contract Administrators. Persons considered qualified would be a CA Registered Professional Engineer (Civil or Structural) with a minimum of 7 years previous experience of managing or administering public works projects AND has managed a minimum of 3 public works projects that were federally funded. Desired qualifications are experience with managing projects with bridges, MSE retaining walls, roadways, storm drains, electrical utility relocation, and railroad tracks. Prior background with ARRA-funded projects and BNSF Railway is preferred. A desired "Tasks and Duties" list is included with this RFQ.
4. A list of the relevant projects that a proposed Construction Contract Administrator has worked on. Do not list projects that proposed staff was not involved, even if your firm was.
5. Qualifications/Experience of your firm
6. Organization Chart
7. References
8. Exhibits 10-O1 and 10-O2 from the LAPM which can be downloaded from <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms1.htm>

These forms must be completed and returned with SOQ. See "DBE Participation" section on the next page.

Method and Criteria for Selection

The City will select a consultant in accordance with Section 10.5 of *Chapter 10 – Consultant Selection* from the LAPM. Evaluation criteria are listed below.

Criteria	Maximum Points	Rating
Understanding of the project, scope of work and completeness of SOQ	15	
Qualifications of proposed staff (meets minimum requirements and amount of desired qualifications)	25	
Relevant projects of proposed staff	15	
Knowledge and experience of proposed staff with administering federal-aid construction projects	15	
Firms Qualifications/Experience with similar work and Financial responsibility	10	
Maximum Total Score	80	

Caltrans will perform, if needed, any required a pre-award audit. The Consultant shall cooperate with the auditor and not delay the audit or the City may consider said delay basis for terminating negotiations or a contract. Detailed information regarding the audit process is available at <http://admin.dot.ca.gov/pc/pdfshell.shtml>

DBE Participation

Torrance has established no Underutilized DBE goal for this Consulting Services Agreement. However, proposers are encouraged to obtain DBE participation for this Agreement. Please refer to *Chapter 10 – Consultant Selection* from the LAPM and specifically to the section named DBE Participation beginning on page 10-6b.

City's Pro forma Consulting Services Agreement

A sample of the City's Consulting Services Agreement is attached for your review. Additional language for requirements in *Chapter 10 – Consultant Selection* may be added, if needed, and some language may be modified due to information listed on pages 10-21 and 10-22. Although the City's Consulting Services Agreement complies with CA law for contracting with Architectural and Engineering firms and modifications are not encouraged, we request that your SOQ identify any language, if at all, you may object to. Should an objection be identified, we request that you propose alternate language in the SOQ. Any objection(s) will not affect your rating. It will, however, provide the City with information to assist with quickly completing any negotiations subsequent to rating all consultants.

SUGGESTED TASKS AND DUTIES

Construction Inspector and Deputy Construction Inspector (Structural)

- Review and monitor the Contractor's approved construction schedule and amendments thereto. Assist City staff with monitoring and enforcing the construction schedule.
- Require, monitor and document compliance with the Contract Specifications, including the Health & Safety Plan and SWPPP Plan, and all other requirements.
- Attend pre-construction meeting and weekly progress meetings
- Be present on the construction site while construction activity is in progress. Should sick or vacation time be needed, Inspector shall arrange for a qualified substitute to perform the work. A qualified substitute will be determined by the City during the consultant selection process.
- Review contractor performance
- Provide assistance and direction to technicians performing materials testing
- Measure the work completed in-place to verify quantities
- Review invoices from the Contractor
- Assist in the review, preparation and processing of any Change Order
- Prepare daily inspection reports that at a minimum shall include: type of personnel on site (contractor; subcontractor, etc); # of employees for each firm; time periods for various activities; Type of work being performed; and weather. Failure to meet this requirement may result in the City withholding funds due to the Inspection firm, until work is performed to City satisfaction.
- Prepare Weekly Statement of Working Days for City staff signature
- Prepare SWPPP/BMP Inspection Record
- Ensure contractor complies with all permitting requirements
- Assist City staff with scheduling geotechnical, material and pavement testing
- Review traffic control measures, including placement of traffic control devices
- Review with contractor and City all items requiring corrective action.
- Develop "Punch List" for the City and monitor corrections made.
- Prepare red-line set of record drawings
- Assist City staff with coordination of SCE power poles relocation with the storm drainage construction.
- Assist City staff with coordination of ExxonMobil's oil pipeline relocations. Earthwork for the bridge pile construction will require coordination with ExxonMobil's contractors and personnel.
- Assist City staff with coordination of BNSF Railway construction of switches and track tie-ins. This work will require coordination with BNSF representatives and the City's contractor performing spur line track relocation.

SUGGESTED TASKS AND DUTIES
CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

- Review and monitor the Contractor's approved construction schedule and amendments thereto. Assist City staff with monitoring and enforcing the construction schedule.
- Create and maintain a Submittal Log for all documents, Plans (i.e. Health & Safety Plan, SWPPP Plan, etc), materials and equipment "submittals" required by the Plans and Specifications. Assist in the review and tracking of all "submittals". Prepare response to contractor for each "submittal" for City signature.
- Create and maintain a log for personnel, work days and testing types for each firm performing geotechnical, material and pavement and/or other testing. Assist in the review and tracking of all work against the respective contract's budget.
- Act as the liaison between the affected property owners and the Contractor when City staff is not available.
- Attend pre-construction meeting and weekly progress meetings, as needed
- Assist City Staff with coordination between Contractor; BNSF Railway representatives and its contractors; SCE contractors; ExxonMobil representatives and contractors; City-hired geotechnical and material testing firms; and Dow Chemical & America Styrenics representatives, etc.
- Assist in the review, preparation and processing of any Change Order
- Assist City staff and Inspectors with scheduling City's subcontractors for geotechnical work and material testing.
- Assist City staff in creating and maintaining all project files, including those required for federal funding (i.e. ARRA reporting, UDBE reporting, labor compliance, etc.). Assist City staff with tracking of all documents related to use of federal funding, including requesting said documents from contractors/subcontractors.
- Using electronic files from the City, prepare the monthly Federal Invoice packages for City signature. The City will submit the packages to Caltrans-District 7 to request reimbursement of federal funds.